

Proper Use and Protection of Security Badges

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Protecting the most common security item -- badges -- is always a concern, but wearing them day-in and day-out may lead us to take our security badges for granted. Yet, those of us working at the Hanford Site must remain ever-vigilant in keeping badges out of the hands of anyone who might use them for the wrong reason. Protecting badges is one of the ways we can do our part in protecting the Hanford Site.

Each year, Security Awareness conducts a survey of DOE and DOE contractor security specialists and asks, among other things, "What new or significant security topics need to be addressed to all employees?" For two years in a row, the number one topic voiced by Hanford security specialists is, "Awareness of security badge protection issues and requirements."

Hanford's site security specialists offer their advice on the top five security badge concerns:

- **Not protecting badges from unauthorized individuals!** Security specialists strongly agree that it is unacceptable to lose government security badges by leaving them unattended in unlocked vehicles. In fact, most contractor policies require locking vehicles as a minimum deterrent to badge theft. Badge-holders practicing even more prudent security measures keep their badge out of view (if being secured in a locked vehicle) or even better, keep their badge with them concealed in a pocket. Personnel are required to protect their badges from misuse and to report lost, stolen, or misused badges within 24 hours.
- **Wearing security badges in public places!** The fact that we work at Hanford is not necessarily sensitive, however, wearing security badges in public places unnecessarily displays the badge design, size, color, layout, access capability, and clearance level, if you have one. This should be avoided and doing so considered a sound Operations Security (OPSEC) practice.
- **Not returning security badges when no longer needed!** Security badges are accountable items. When no longer needed, badges must be returned to the issuing organization to ensure access is terminated. Not returning a security badge is a security violation and can have serious consequences, not just from a OPSEC perspective but for the employee, as not returning a government security badge could be a prosecutable offense.
- **Allowing security badges to be photographed!** One of our badge protection responsibilities is to guard against unauthorized duplication or reproduction of government security badges. We should all remember to remove our security badges before group or individual photographs are taken as a photo of a security badge can disclose details about the badge's design, size, color, layout, access

capability, and clearance level. Also, innocent engravings or photo captions can also disclose sensitive information about the person appearing in the photo which can compound the potential for "piecing together" sensitive information.

- **Using security badges to obtain personal discounts!** Security badges should be used only for its intended purpose. Many security badges are lost during official or unofficial travel, with the badge often being used only to secure travel discounts. Consequently good "OPSEC" tells us that something other than a security badge should be used for travel discounts such as a company travel office discount letter that certifies you are authorized applicable company or Government discounts. Your employee recreation association also may have cards for obtaining special employee discounts. While private businesses may not always understand Site security expectations, Site workers are expected to know and practice proper use of their security badges. So, when asked to provide proof of discount authorization, provide something other than your security badge.

Protecting your security badge protects sensitive information which will then help protect you, your co-workers, and your company. All of the Site's security specialists ask that you help security by remaining alert and vigilant, protecting your security badge from loss or misuse, and reporting any security concerns or observations to Security.

Here are the security badge requirements as listed in *DOE Manual M 470.4-2 Change 1, Physical Protection:*

Section A, Chapter XV Paragraph 3.e. Individual Requirements.

DOE line management approves implementing procedures to ensure individuals receiving the DOE security badge are responsible for the following.

1. Protecting the security badge against loss, theft, or misuse and reporting a lost, stolen, or misused badge to the cognizant security office within 24 hours of discovery.
2. Maintaining the DOE security badge in good condition and protecting its integrity by ensuring that the badge is not altered, photocopied, counterfeited, reproduced, or photographed.
3. Returning the DOE security badge, according to local procedures as approved by DOE line management, when it is no longer valid or required.
4. Surrendering or returning the DOE security badge when requested according to local procedures approved by DOE line management.
5. Wearing the DOE security badge conspicuously, photo side out, in a location above the waist and on the front of the body, while having access to DOE facilities. (A deviation to this requirement may be permitted for health or safety reasons).
6. Not using the DOE security badge outside of DOE facilities for other than Government purposes.